

*All official DoD information that is prepared by or for DoD personnel and is proposed for public release should be submitted for review.<sup>1</sup>*

## HOW TO SUBMIT A DOCUMENT

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Please send **5 copies**, not professionally bound, of each document you wish to have reviewed. Here's how:

- 1 . Each document** being submitted should have a **separate** cover letter or DD Form 1910.
- 2 . All documents** submitted by **DoD agencies/offices** must be accompanied by a signed DD Form 1910.
- 3 . Other U.S. Government agencies/departments and contractors** are not required to use the DD Form 1910. A cover letter is used in lieu of the DD Form.
- 4 . Unclassified** documents may be submitted via mail, unclassified fax or email.
- 5 . Classified** documents may be submitted by classified fax, DoD SIPRNET or mail. Please contact OSR prior to forwarding a classified document via classified fax or SIPRnet.



## SUBMISSION METHODS

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### Standard mail:

Department of Defense  
Office of Security Review  
1155 Defense Pentagon  
Washington, DC 20301-1155

### Express mail:

Office of Security Review  
1777 N. Kent St., Suite 12031  
Arlington, VA 22209-2133  
Tel: 703-696-4671  
(UPS, FEDEX, DHL accepted)

### FAX:

Unclassified 703-696-4527  
Classified 703-696-4521

E-mail: [secrev1@whs.mil](mailto:secrev1@whs.mil) (Unclassified documents only)

## Contact Information/Queries

Office of Security Review (OSR)  
1777 N. Kent St.  
Suite 12031  
Arlington, VA 22209-2133

Tel: 703-696-4671  
FAX: 703-696-4527 (U)  
Email: [secrev1@whs.mil](mailto:secrev1@whs.mil)

OSR Website:

<http://www.dtic.mil/whs/esd/osr/index.htm>

## Office of Security Review

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## YOUR GUIDE TO SUBMITTING DOCUMENTS FOR A DOD SECURITY AND POLICY REVIEW

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Department of Defense  
Office of Security Review  
1155 Defense Pentagon  
Washington, DC 20301-1155

Security Review Questions:

703-696-4671

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<sup>1</sup> DoD Instruction 2530.29, pg. 3

# STREAMLINING THE SECURITY AND POLICY REVIEW PROCESS

The Office of Security Review (OSR) conducts a security and policy review on all documents submitted for public release in accordance with DoDD 5230.9 and ITAR. The average response times listed below are estimates. Response times may vary based upon document type and content. Additional time may be needed if the material is complex or requires review by offices/agencies outside of DoD.

1. Please allow **10-15 working days** for review of papers, articles, briefings and other similar material.
2. Please allow **15-20 working days** for review of technical papers and brochures.
3. Larger documents- for example manuscripts- may take longer to review- please allow at least **30-45 working days**.
4. **Exceptions** to review timeframes must be **limited to true emergencies**- please mark as **expedite**.

*Please submit documents in a timely manner so that the review can be completed prior to the publication/presentation deadline.*

## WHAT ELSE DO I NEED TO KNOW?

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1. All documents submitted for review, especially those sent via fax or email, must be legible and in font size appropriate for review purposes (i.e., **no less than 8 pitch**).
2. “Other media” (CDROMs & DVDs) should be in a format compatible with DoD approved software (**Microsoft Office 2007**).
3. Documents already in the public domain **will not** be reviewed.
4. **Proprietary** documents **cannot** be accepted by OSR for review.
5. **Final versions only**. Draft versions will not be accepted.
6. To expedite processing, send documents via fax or email if possible.
7. Please send 5 unbound copies of the documents you wish to have reviewed.
8. Requests for receiving responses by fax or email should be noted in the “Remarks” section of DD Form 1910 or cover letter.
9. Provide complete contact information, including fax number, email address and date the reviewed document is needed.

## FORMS

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DD Form 1910- “Clearance Request for Public Release of Department of Defense Information,” accompanies documents submitted by DoD agencies.

Current versions of DoD forms are available on OSR’s website. Non-DoD agencies and contractors should forward review request via official letter.

## RESULTS OF REVIEWS

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If no alternate method is indicated, responses will be sent via mail or DoD courier.

**Cleared**- Information may be released to the public without restriction.

**Cleared as amended**- Amendments are mandatory deletions or additions. DoD clearance is contingent upon implementation of amendments. Information may be released without restriction upon implementation of amendments.

**Recommended changes**- Identifies non-binding suggested changes to clarify or amplify information in the document.

**Not cleared**- Information may not be released.

**Returned without action**- OSR unable to review due to insufficient time, material is already in the public domain or review cancelled upon request of submitter.

## APPEALS

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Denials and amendments may be administratively appealed. Any such appeal should offer justification to support reversal of the decision and should be forwarded to OSR.